



1314 North 7th Street
Columbia, MO 65201
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RESOLUTION NO. 2025 - 06

AMENDING DISTRICT POLICY TO APPOINT CUSTODIAN OF RECORDS FOR PURPOSES OF THE MISSOURI SUNSHINE LAW

WHEREAS, the Boone County Regional Sewer District (the “District”), is a public sewer district organized and existing under the constitution and laws of the State of Missouri;

WHEREAS, the Board of Trustees of the Boone County Regional Sewer District (the “Board of Trustees”) is authorized by Section 204.300.1 of the Revised Statutes of Missouri to employ staff as necessary to discharge the business and purposes of the District;

WHEREAS, pursuant to the Policy of the Board of Trustees of the Boone County Regional Sewer District related to Access to Public Meetings and Records, as amended by the Board of Trustees on March 21, 2023 (the “Public Meetings and Records Policy”), the General Manager of the District was named the Custodian of Records of the District for purposes of Sections 610.010 - 610.225 of the Revised Statutes of Missouri (the “Missouri Sunshine Law”);

WHEREAS, the District Sunshine Law Procedures, as amended by the Board of Trustees on March 21, 2023 (the “Sunshine Law Procedures”), also names the General Manager as the Custodian of Records for the District;

WHEREAS, pursuant to Resolution 2024-12, adopted July 16, 2024, the Board of Trustees transferred to the Executive Director all job duties and functions previously delegated to the General Manager;

WHEREAS, the Board of Trustees desires to appoint its Manager of Human Resources and Finance as its Custodian of Records for purposes of the Missouri Sunshine Law; and

WHEREAS, the Board of Trustees desires to amend its Public Meetings and Records Policy and its Sunshine Law Procedures to reflect such appointment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BOONE COUNTY REGIONAL SEWER DISTRICT, AS FOLLOWS:

1. Effective immediately, the Board of Trustees appoints its Manager of Human Resources and Finance to be Custodian of Records for purposes of the Missouri Sunshine Law and delegates to her or him all duties and authorities necessary to fulfill such appointment.

2. The Public Meetings and Records Policy is hereby amended by deleting the first sentence of Section 2.A. in its entirety and inserting in its place the following:

The Manager of Human Resources and Finance is hereby appointed custodian of the official records of the Board as are required or authorized by law to be kept by the Board and that such custodian is located at the offices of Boone County Regional Sewer District, 1314 N. Seventh St., Columbia, Missouri 65201.

Except as expressly amended hereby, the Public Meetings and Records Policy shall remain in full force and effect.

3. The Sunshine Law Procedures are hereby amended by deleting the first sentence in its entirety and inserting in its place the following:

Pursuant to the Policy of the Board of Trustees of the Boone County Regional Sewer District related to Access to Public Meetings and Records, the Manager of Human Resources and Finance of the District is the Custodian of Records (the "Custodian").

Except as expressly amended hereby, the Sunshine Law Procedures shall remain in full force and effect.

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PASSED by the Board of Trustees of the Boone County Regional Sewer District, this 25th day of February, 2025.



Russell C. Schaefer
Chairman of the Board of Trustees

ATTEST:

Debbie Schaefer
Secretary of the Board of Trustees